

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3314

TITLE: DEPUTY COMMUNITY CENTER DIRECTOR

GRADE: 27

DEFINITION:

Under direction, to assist in the planning and administration of a large community center, within a special tax district; to assume full responsibility for the operation of the Center in the absence of the Executive Director; and to do related work as required.

TYPICAL TASKS:

Assists the Executive Director with the day-to-day administration of the Center's programming;
Establishes and oversees implementation of policies and procedures for program operations;
Provides supervision of, and technical assistance to, program directors;
Acts as program liaison with the Center's governing board, citizens groups, other County agencies, local businesses, and private non-profit organizations;
Assists with long-range planning, preparation of operating objectives, and program evaluation;
Participates in employee selection and training plan development;
Oversees the development and monitoring of program/department budgets.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public recreation;
Ability to plan and administer seasonal and ongoing cultural, recreational, and social programs;
Knowledge of the budgetary process;
Ability to work effectively with employees, citizens groups, and other County agencies;
Ability to effectively train and supervise a professional level staff;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in recreation, or a closely related field; plus four years of progressively responsible programming experience in diversified recreational or cultural programs, including two years in a supervisory capacity, preferably in a large recreational or cultural facility. A Master's degree may be substituted for one year of the required experience.

ESTABLISHED: December 11, 1989